# AN AASIS TRAINING GUIDE

## Gross Salary and ER Expense Report

## (ZSALEXP)

## TUTORIAL
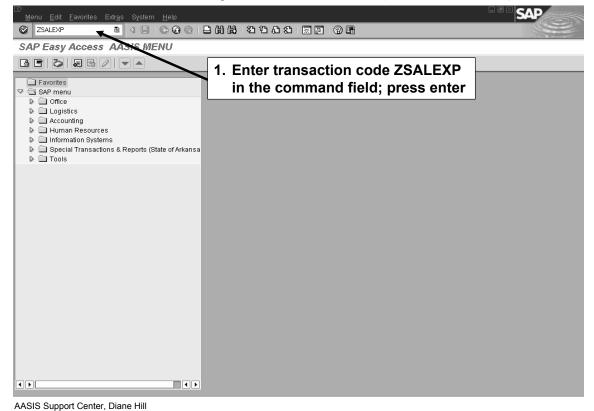
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This report will allow users to display Gross Total Earnings, Employer Expenses, W/H Taxable earnings, SSN Taxable earnings and Med Taxable earnings by pay periods.  Employer expenses included in this report are the FICA Match, Retirement Match and FICA Savings Amount.  Live payroll results must exist on employees before data can be extracted.  The Agency Payroll Systems Management role can access this report.

# Gross Salary and ER Expense Report



**1. Enter transaction code ZSALEXP in the command field; press enter**

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# Gross Salary and ER Expense Report

You may choose to run your report by three different options:  Federal Fiscal Year, State Fiscal Year or Calendar Year.

When choosing either of these options, you must use OPM's pay period schedule for the exact beginning and ending dates of the pay period that capture the dates you entered.  For example: Federal fiscal year is October 1 thru September 30.  You will use 09/28/03 to 9/25/04 for the 2004 Federal Fiscal year.

**Note:  You must enter the same dates in the Data Selection Period and Person selection period fields.**

# Gross Salary and ER Expense Report



Gross Salary and ER Expense Report

**3. Click Further selections (optional)**

Further selections → Search helps → Sort order

**Period**
- ○ Today      ○ Current month      ○ Current year
- ○ Up to today    ○ From today
- ● Other period

Data Selection Period    09/28/2003    To    09/25/2004
Person selection period   09/28/2003    To    09/25/2004

Payroll period

**Selection**

| | | |
|---|---|---|
| Personnel number | | → |
| Employment status | | → |
| Company Code | | → |
| Personnel area | | → |
| Business area | | → |
| Payroll area | | → |
| Pers.area/subarea/cost cente | | → |
| Employee group/subgroup | | → |

Report By Federal Fiscal Year    ●
Report By State Fiscal Year      ○
Fiscal Year To Be Reported
Report By Calendar Year        ○

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If you desire to run this report by selection criteria that is not listed such as personnel area, business, etc., you must use the Further selections button at the top of the screen.

# Gross Salary and ER Expense Report

# Gross Salary and ER Expense Report



**6. Click green check to transfer options (optional)**

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# Gross Salary and ER Expense Report

**Gross Salary and ER Expense Report**

| Further selections | ⇨ | Search helps | ⇨ | Sort order |
|---|---|---|---|---|

**Period**

- ○ Today            ○ Current month            ○ Current year
- ○ Up to today      ○ From today
- ● Other period
  - Data Selection Period      09/28/2003      To      09/25/2004
  - Person selection period    09/28/2003      To      09/25/2004
- Payroll period

**Selection**

| | | |
|---|---|---|
| Personnel number | 6 | ⇨ |
| Employment status | | ⇨ |
| Company Code | | ⇨ |
| Personnel area | | ⇨ |
| Business area | | ⇨ |
| Payroll area | 11 | ⇨ |
| Pers.area/subarea/cost cente | | ⇨ |
| Employee group/subgroup | | ⇨ |

**7. Enter desired selection criteria**

**8.  Enter payroll area**

| | |
|---|---|
| Report By Federal Fiscal Year | ● |
| Report By State Fiscal Year | ○ |
| Fiscal Year To Be Reported | |
| Report By Calendar Year | ○ |

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The Payroll Area field must contain either 11 for Bi-weekly or 12 for Semi-monthly payroll. Remember to use the appropriate begin and end dates according to the pay period schedule for the Payroll area defined.

# Gross Salary and ER Expense Report



The appropriate radio button must be selected based upon the dates entered in the Data Selection period and Person selection period fields.

# Gross Salary and ER Expense Report



**Gross Salary and ER Expense Report**

**11. Click to execute**

○ Up to today          ○ From today          ○ Current year
● Other period
    Data Selection Period        09/28/2003        To        09/25/2004
    Person selection period      09/28/2003        To        09/25/2004
    [ Payroll period ]

Selection
    Personnel number                    6
    Employment status
    Company Code
    Personnel area
    Business area
    Payroll area                        11
    Pers.area/subarea/cost cente
    Employee group/subgroup

Report By Federal Fiscal Year       ●
Report By State Fiscal Year         ○          **10. Enter the Fiscal year**
Fiscal Year To Be Reported        2004
Report By Calendar Year             ○

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You must enter the fiscal year that agrees with the dates used in the Data Selection Period and Person selection period fields.

When running this report for a calendar year, you do not need to enter any information in this field.

# Gross Salary and ER Expense Report



The Employer Expenses (ER Expenses) includes FICA Match, Retirement Match and FICA Savings Amount.

# Gross Salary and ER Expense Report

List   Edit   Goto   Views   Settings   System   Help                **SAP**

*Federal Fiscal Year Gross Salary and ER Expenses*

**12. Click on desired column heading (optional)**

Federal Fiscal Year Gross Salary and ER Expenses

| Pernr | Name | Payroll Begin Date | Gross Wages | ER Expenses | W/H Taxable Earnings | SSN Taxable Earnings | Med Taxable Earnings |
|---|---|---|---|---|---|---|---|
| 00000006 | MOULDER LOIS | 09/28/2003 | 1,421.81 | 108.77 | 1,421.81 | 1,421.81 | 1,421.81 |
| | MOULDER LOIS | 10/12/2003 | 1,421.81 | 108.77 | 1,421.81 | 1,421.81 | 1,421.81 |
| | MOULDER LOIS | 10/26/2003 | 1,421.81 | 108.76 | 1,421.81 | 1,421.81 | 1,421.81 |
| | MOULDER LOIS | 11/09/2003 | 1,421.81 | 108.77 | 1,421.81 | 1,421.81 | 1,421.81 |
| | MOULDER LOIS | 11/23/2003 | 1,421.81 | 108.77 | 1,421.81 | 1,421.81 | 1,421.81 |
| | MOULDER LOIS | 12/07/2003 | 1,421.81 | 108.77 | 1,421.81 | 1,421.81 | 1,421.81 |
| | MOULDER LOIS | 12/21/2003 | 1,421.80 | 108.77 | 1,421.80 | 1,421.80 | 1,421.80 |
| | MOULDER LOIS | 01/04/2004 | 1,421.81 | 108.76 | 1,421.81 | 1,421.81 | 1,421.81 |
| | MOULDER LOIS | 01/18/2004 | 1,421.81 | 108.78 | 1,421.81 | 1,421.81 | 1,421.81 |
| | MOULDER LOIS | 02/01/2004 | 1,421.81 | 108.76 | 1,421.81 | 1,421.81 | 1,421.81 |
| | MOULDER LOIS | 02/15/2004 | 1,421.81 | 108.77 | 1,421.81 | 1,421.81 | 1,421.81 |
| | MOULDER LOIS | 02/29/2004 | 1,421.81 | 108.77 | 1,421.81 | 1,421.81 | 1,421.81 |
| | MOULDER LOIS | 03/14/2004 | 1,421.81 | 108.76 | 1,421.81 | 1,421.81 | 1,421.81 |
| | MOULDER LOIS | 03/28/2004 | 1,421.81 | 108.78 | 1,421.81 | 1,421.81 | 1,421.81 |
| | MOULDER LOIS | 04/11/2004 | 1,421.81 | 108.77 | 1,421.81 | 1,421.81 | 1,421.81 |
| | MOULDER LOIS | 04/25/2004 | 1,421.81 | 108.76 | 1,421.81 | 1,421.81 | 1,421.81 |
| | MOULDER LOIS | 05/09/2004 | 1,421.81 | 108.77 | 1,421.81 | 1,421.81 | 1,421.81 |
| | MOULDER LOIS | 05/23/2004 | 1,421.81 | 108.77 | 1,421.81 | 1,421.81 | 1,421.81 |
| | MOULDER LOIS | 06/06/2004 | 1,421.81 | 108.77 | 1,421.81 | 1,421.81 | 1,421.81 |
| | MOULDER LOIS | 06/20/2004 | 1,421.81 | 108.77 | 1,421.81 | 1,421.81 | 1,421.81 |
| | MOULDER LOIS | 07/04/2004 | 1,421.81 | 108.76 | 1,421.81 | 1,421.81 | 1,421.81 |
| | MOULDER LOIS | 07/18/2004 | 1,421.81 | 108.77 | 1,421.81 | 1,421.81 | 1,421.81 |
| | MOULDER LOIS | 08/01/2004 | 1,421.81 | 108.78 | 1,421.81 | 1,421.81 | 1,421.81 |
| | MOULDER LOIS | 08/15/2004 | 1,421.81 | 108.76 | 1,421.81 | 1,421.81 | 1,421.81 |
| | MOULDER LOIS | 08/29/2004 | 1,421.81 | 108.77 | 1,421.81 | 1,421.81 | 1,421.81 |
| | MOULDER LOIS | 09/12/2004 | 1,421.81 | 108.76 | 1,421.81 | 1,421.81 | 1,421.81 |

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# Gross Salary and ER Expense Report



The total will be displayed at the bottom of the column. You can repeat steps 12 & 13 to total any column displayed. You also have the option to download this report to Excel.

# Gross Salary and ER Expense Report

**Federal Fiscal Year Gross Salary and ER Expenses**

| Pernr | Name | Payroll Begin Date | Gross Wages | Σ ER Expens... | W/H Taxable Earnin... | SSN Taxable Earnings | Med Taxable Earnin... |
|-------|------|--------------------|-------------|----------------|-----------------------|----------------------|------------------------|
| 00000006 | MOULDER LOIS | 09/28/2003 | 1,421.81 | 108.77 | 1,421.81 | 1,421.81 | 1,421.81 |
| | MOULDER LOIS | 10/12/2003 | 1,421.81 | 108.77 | 1,421.81 | 1,421.81 | 1,421.81 |
| | MOULDER LOIS | 10/26/2003 | 1,421.81 | 108.76 | 1,421.81 | 1,421.81 | 1,421.81 |
| | MOULDER LOIS | 11/09/2003 | 1,421.81 | 108.77 | 1,421.81 | 1,421.81 | 1,421.81 |
| | MOULDER LOIS | 11/23/2003 | 1,421.81 | 108.77 | 1,421.81 | 1,421.81 | 1,421.81 |
| | MOULDER LOIS | 12/07/2003 | 1,421.81 | 108.77 | 1,421.81 | 1,421.81 | 1,421.81 |
| | MOULDER LOIS | 12/21/2003 | 1,421.80 | 108.77 | 1,421.80 | 1,421.80 | 1,421.80 |
| | MOULDER LOIS | 01/04/2004 | 1,421.81 | 108.76 | 1,421.81 | 1,421.81 | 1,421.81 |
| | MOULDER LOIS | 01/18/2004 | 1,421.81 | 108.78 | 1,421.81 | 1,421.81 | 1,421.81 |
| | MOULDER LOIS | 02/01/2004 | 1,421.81 | 108.76 | 1,421.81 | 1,421.81 | 1,421.81 |
| | MOULDER LOIS | 02/15/2004 | 1,421.81 | 108.77 | 1,421.81 | 1,421.81 | 1,421.81 |
| | MOULDER LOIS | 02/29/2004 | 1,421.81 | 108.77 | 1,421.81 | 1,421.81 | 1,421.81 |
| | MOULDER LOIS | 03/14/2004 | 1,421.81 | 108.76 | 1,421.81 | 1,421.81 | 1,421.81 |
| | MOULDER LOIS | 03/28/2004 | 1,421.81 | 108.78 | 1,421.81 | 1,421.81 | 1,421.81 |
| | MOULDER LOIS | 04/11/2004 | 1,421.81 | 108.77 | 1,421.81 | 1,421.81 | 1,421.81 |
| | MOULDER LOIS | 04/25/2004 | 1,421.81 | 108.76 | 1,421.81 | 1,421.81 | 1,421.81 |
| | MOULDER LOIS | 05/09/2004 | 1,421.81 | 108.77 | 1,421.81 | 1,421.81 | 1,421.81 |
| | MOULDER LOIS | 05/23/2004 | 1,421.81 | 108.77 | 1,421.81 | 1,421.81 | 1,421.81 |
| | MOULDER LOIS | 06/06/2004 | 1,421.81 | 108.77 | 1,421.81 | 1,421.81 | 1,421.81 |
| | MOULDER LOIS | 06/20/2004 | 1,421.81 | 108.77 | 1,421.81 | 1,421.81 | 1,421.81 |
| | MOULDER LOIS | 07/04/2004 | 1,421.81 | 108.76 | 1,421.81 | 1,421.81 | 1,421.81 |
| | MOULDER LOIS | 07/18/2004 | 1,421.81 | 108.77 | 1,421.81 | 1,421.81 | 1,421.81 |
| | MOULDER LOIS | 08/01/2004 | 1,421.81 | 108.78 | 1,421.81 | 1,421.81 | 1,421.81 |
| | MOULDER LOIS | 08/15/2004 | 1,421.81 | 108.76 | 1,421.81 | 1,421.81 | 1,421.81 |
| | MOULDER LOIS | 08/29/2004 | 1,421.81 | 108.77 | 1,421.81 | 1,421.81 | 1,421.81 |
| | MOULDER LOIS | 09/12/2004 | 1,421.81 | 108.76 | 1,421.81 | 1,421.81 | 1,421.81 |
| | | | | ▪ 2,827.97 | | | |

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# Gross Salary and ER Expense Report



*Federal Fiscal Year Gross Salary and ER Expenses*

**DISPLAY PURPOSES ONLY**

A1　　　fx　Pernr

| | A | B | C | D | E | F | G | H | I | J |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Pernr | Name | Payroll Begin Dat | Gross Wages | ER Expenses | W/H Taxable Earning | SSN Taxable Earnings | Med Taxable Earnings | | |
| 2 | 00000006 | MOULDER LOIS | 9/28/2003 | 1,421.81 | 108.77 | 1,421.81 | 1,421.81 | 1,421.81 | | |
| 3 | | MOULDER LOIS | 10/12/2003 | 1,421.81 | 108.77 | 1,421.81 | 1,421.81 | 1,421.81 | | |
| 4 | | MOULDER LOIS | 10/26/2003 | 1,421.81 | 108.76 | 1,421.81 | 1,421.81 | 1,421.81 | | |
| 5 | | MOULDER LOIS | 11/9/2003 | 1,421.81 | 108.77 | 1,421.81 | 1,421.81 | 1,421.81 | | |
| 6 | | MOULDER LOIS | 11/23/2003 | 1,421.81 | 108.77 | 1,421.81 | 1,421.81 | 1,421.81 | | |
| 7 | | MOULDER LOIS | 12/7/2003 | 1,421.81 | 108.77 | 1,421.81 | 1,421.81 | 1,421.81 | | |
| 8 | | MOULDER LOIS | 12/21/2003 | 1,421.80 | 108.77 | 1,421.80 | 1,421.80 | 1,421.80 | | |
| 9 | | MOULDER LOIS | 1/4/2004 | 1,421.81 | 108.76 | 1,421.81 | 1,421.81 | 1,421.81 | | |
| 10 | | MOULDER LOIS | 1/18/2004 | 1,421.81 | 108.78 | 1,421.81 | 1,421.81 | 1,421.81 | | |
| 11 | | MOULDER LOIS | 2/1/2004 | 1,421.81 | 108.76 | 1,421.81 | 1,421.81 | 1,421.81 | | |
| 12 | | MOULDER LOIS | 2/15/2004 | 1,421.81 | 108.77 | 1,421.81 | 1,421.81 | 1,421.81 | | |
| 13 | | MOULDER LOIS | 2/29/2004 | 1,421.81 | 108.77 | 1,421.81 | 1,421.81 | 1,421.81 | | |
| 14 | | MOULDER LOIS | 3/14/2004 | 1,421.81 | 108.76 | 1,421.81 | 1,421.81 | 1,421.81 | | |
| 15 | | MOULDER LOIS | 3/28/2004 | 1,421.81 | 108.78 | 1,421.81 | 1,421.81 | 1,421.81 | | |
| 16 | | MOULDER LOIS | 4/11/2004 | 1,421.81 | 108.77 | 1,421.81 | 1,421.81 | 1,421.81 | | |
| 17 | | MOULDER LOIS | 4/25/2004 | 1,421.81 | 108.76 | 1,421.81 | 1,421.81 | 1,421.81 | | |
| 18 | | MOULDER LOIS | 5/9/2004 | 1,421.81 | 108.77 | 1,421.81 | 1,421.81 | 1,421.81 | | |
| 19 | | MOULDER LOIS | 5/23/2004 | 1,421.81 | 108.77 | 1,421.81 | 1,421.81 | 1,421.81 | | |
| 20 | | MOULDER LOIS | 6/6/2004 | 1,421.81 | 108.77 | 1,421.81 | 1,421.81 | 1,421.81 | | |
| 21 | | MOULDER LOIS | 6/20/2004 | 1,421.81 | 108.77 | 1,421.81 | 1,421.81 | 1,421.81 | | |
| 22 | | MOULDER LOIS | 7/4/2004 | 1,421.81 | 108.76 | 1,421.81 | 1,421.81 | 1,421.81 | | |
| 23 | | MOULDER LOIS | 7/18/2004 | 1,421.81 | 108.77 | 1,421.81 | 1,421.81 | 1,421.81 | | |
| 24 | | MOULDER LOIS | 8/1/2004 | 1,421.81 | 108.78 | 1,421.81 | 1,421.81 | 1,421.81 | | |
| 25 | | MOULDER LOIS | 8/15/2004 | 1,421.81 | 108.76 | 1,421.81 | 1,421.81 | 1,421.81 | | |
| 26 | | MOULDER LOIS | 8/29/2004 | 1,421.81 | 108.77 | 1,421.81 | 1,421.81 | 1,421.81 | | |
| 27 | 00000006 | MOULDER LOIS | 9/12/2004 | 1,421.81 | 108.76 | 1,421.81 | 1,421.81 | 1,421.81 | | |

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